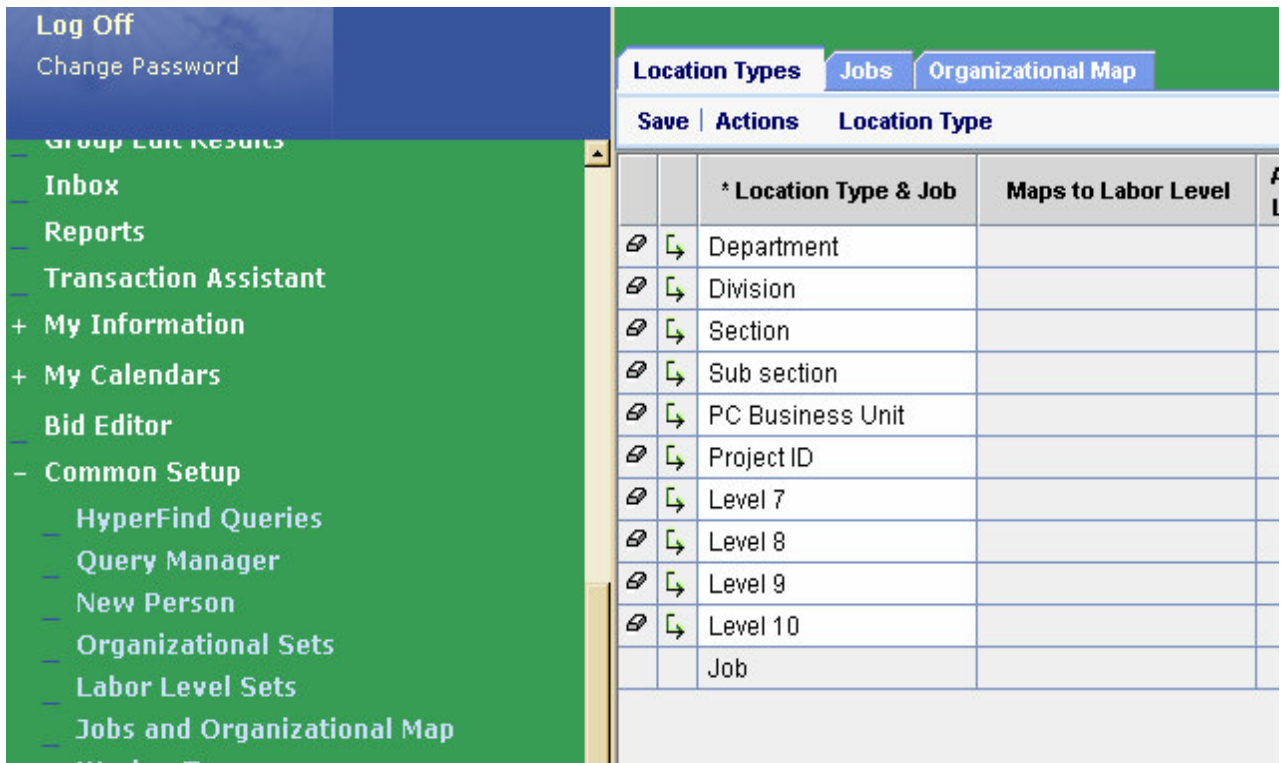# Maintaining the Kronos Organizational Map

To maintain the Organization map in Kronos, navigate to Common Setup, Jobs and Organizational Map. The page has three tabs: Location Types, Jobs, Organizational Map. The Location Types tab defines the layers of the organization tree – no changes are made here unless we have a significant, city-wide structural change. The Job tab defines the activities that are the last layer of activity reporting. You can add Jobs (activities) here that can then be used as part of your Organization Map. The Organizational Map displays your department/division/section structure, and reflects the structure of your budget. If you report time to PeopleSoft Projects, your organizational map will include PC Business Unit, Project ID, and Activities that are defined in PeopleSoft.

Changes to the upper layers of the organizational map will be rare, and correspond to changes to the budget structure in PeopleSoft Financials. Since time reported in Kronos transfers to PeopleSoft Financials through Payroll, changes to PeopleSoft or Kronos must be coordinated so that changes in either system match the other.

To attach a new Job/Activity, select the Organizational Map tab, drill down to the layer to which you want to attach the job (normally the next-to-the-last layer). Highlight the selection, right-click, and select "Attach Jobs". This will open a dialog box that allows selection of the job(s) to be attached.

Type the first few letters of the activity in the search box, click "Search", and highlight the correct activity. A Start Date may need to be changed because the system automatically defaults to the current day. It is recommended that this day be changed to the first day of the pay period. Click "Attach Jobs' on the right side of the page and the selected activity will be added to the organizational map. Please be sure to click "OK" the effective date range of the entry defaults to the current date/forever, but you can select a future date for the activity to be effective.